

## Appendix A: Landowner Application Package

All of the items mentioned in the following paragraphs, plus a qualified appraisal, are considered to be part of the application package by the State Office.

The following **items must be completed and submitted** by the landowner to the County office before an application will be reviewed:

1. **Form A** - general application (application fee \$50.00 made payable to Washington County).
2. **Form B** - crop production and livestock report
3. **IRS W-9 Form**
4. **School, County, local property tax receipts or other similar documentation.**
5. **IRS Schedule F or other similar documentation.**
6. **A copy of your approved conservation plan, including the number of harvested cropland, pasture, and grazing land acres.**
7. **A copy of your Nutrient Plan, if required under the Nutrient Management Act.**

The following items will be completed by the County office in consultation with the landowner and other specialists as may be needed:

1. **Form C** - soil report and land capability class table
2. USGS topographic map of farm
3. Tax map of farm
4. Color coded soils map of farm

After review of the previous information to determine if the farm meets the State and County program requirements the County office will then complete the following information in consultation with the landowner and other specialists for those farms that qualify.

1. Soil mapping unit descriptions with Land Capability Classes (LCC) units listed.
2. Site Assessment report
3. Ranking worksheet

The following items will be obtained once the landowner has accepted an offer to purchase and signed an Agreement of Sale:

1. Title report and title insurance commitment
2. Error of closure check on property deed or 1' = 10000' error of closure survey, if required
3. List of all adjoining landowners

The County office staff will provide information and help in completing the forms.

**WASHINGTON COUNTY FARMLAND  
PRESERVATION PROGRAM**

**APPLICATION FORM: FORM A**

**General Information:** (please print)

Landowner Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Address (Primary address to be used):

\_\_\_\_\_  
(Street)                      (City)                      (State)                      (Zip)

Telephone # \_\_\_\_\_  
(Include best time to be reached)

Name, address and telephone number of person to be contacted to view the farmland tract, if different than above:

\_\_\_\_\_

**Farm Information:**

County \_\_\_\_\_ Municipality \_\_\_\_\_

Name of Agricultural Security Area \_\_\_\_\_ Book \_\_\_\_\_ Page \_\_\_\_\_ Instr. No \_\_\_\_\_

Total acreage of farmland \_\_\_\_\_

Total acreage offered for easement purchase \_\_\_\_\_

Deed Reference: Book \_\_\_\_\_ Volume \_\_\_\_\_ Page \_\_\_\_\_ or Instrument No.: \_\_\_\_\_

Tax Parcel ID Number for each tax parcel \_\_\_\_\_

Date Conservation Plan was approved and/or updated by the Conservation District \_\_\_\_\_

Soil Conservation practices currently in use \_\_\_\_\_

\_\_\_\_\_

**Farm Information:** (continued)

Directions to the farmland tract (starting from the nearest state route or main road) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Liens and Mineral Rights:**

Please list all mortgage holders and lien holders: \_\_\_\_\_

\_\_\_\_\_

Who owns the surface-mineable/deep mineral rights to the farm? \_\_\_\_\_

Has any portion of the farm been surfaced mined for coal? \_\_\_\_\_ Yes \_\_\_\_\_ No

- If yes, provide years (s) and acreage: \_\_\_\_\_
- Please identify portion of farm map that has been mined on tax or topographic map.

**Crop/Livestock Reports:**

Applicant is required to complete a crop/livestock report (Attached Form B) for the farmland tract as part of the application.

Internal Revenue Service W-9 Report Form – Applicant must submit a copy of this form before application will be reviewed.

School, County, and Local Property Tax Receipts – Applicant must submit copies of these receipts for the two previous years before an application will be reviewed.

**Signatures:** All persons whose names appear on the Deed must sign the application:

I/We hereby give our approval and consent to the validity of information contained within this application package.

|                           |                      |                           |                      |
|---------------------------|----------------------|---------------------------|----------------------|
| _____<br><i>Signature</i> | _____<br><i>Date</i> | _____<br><i>Signature</i> | _____<br><i>Date</i> |
| _____<br><i>Signature</i> | _____<br><i>Date</i> | _____<br><i>Signature</i> | _____<br><i>Date</i> |
| _____<br><i>Signature</i> | _____<br><i>Date</i> | _____<br><i>Signature</i> | _____<br><i>Date</i> |

# WASHINGTON COUNTY FARMLAND PRESERVATION PROGRAM

**APPLICATION FORM: FORM B - Crop Production/Livestock Report**

Name: \_\_\_\_\_ Township: \_\_\_\_\_

Total Acres: \_\_\_\_\_ Acres Offered: \_\_\_\_\_

**CROP REPORT 20**

| Crop | Acres | Yield |  |
|------|-------|-------|--|
|      |       |       |  |
|      |       |       |  |
|      |       |       |  |
|      |       |       |  |
|      |       |       |  |
|      |       |       |  |
|      |       |       |  |

**LIVESTOCK REPORT 20**

| Type | Number | Products Sold |  |
|------|--------|---------------|--|
|      |        |               |  |
|      |        |               |  |
|      |        |               |  |
|      |        |               |  |
|      |        |               |  |
|      |        |               |  |
|      |        |               |  |